

**CITY OF SAN DIEGO  
MINUTES OF THE MEETING OF THE  
CIVIL SERVICE COMMISSION**

Thursday, September 6, 2018, at 1:00 p.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101

- A. The regular business meeting of the Civil Service Commission was called to order by President Mattheus E. Stephens at 1:12 p.m. Also present were Commissioner Jacquelyn R. Atkinson, Commissioner Dr. Don E. Conley, and Commissioner Lori Thacker. Vice-President Maricela Amezola was absent.
  
- B. The staff was represented by Personnel Director Douglas Edwards, Assistant Personnel Director Yajaira Gharst and Assistant to the Director Saba Berenji. Serving as legal advisor to the Commission was Deputy City Attorney Jennifer Berry.



City of San Diego  
Civil Service Commission

**MINUTES**

Mattheus E. Stephens, President  
Maricela Amezola, Vice-President  
Jacquelyn R. Atkinson, Commissioner  
Dr. Don E. Conley, Commissioner  
Lori Thacker, Commissioner

Thursday, September 6, 2018, at 1:00 p.m.  
Civil Service Commission Room, Civic Center Plaza  
1200 Third Avenue, Suite 300  
San Diego, California 92101

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**ITEMS FOR ACTION**

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**INTRODUCTION**

1. Roll Call.

**ACTION TAKEN/PENDING**

Present were President Mattheus E. Stephens, Commissioner Jacquelyn R. Atkinson, Commissioner Dr. Don E. Conley, and Commissioner Lori Thacker. Vice-President Maricela Amezola was absent.

**NON-AGENDA PUBLIC COMMENT**

This portion of the agenda provides an opportunity for members of the public to address the Commission on items of interest within the jurisdiction of the Commission. (Comments relating to items on today’s docket are to be taken at the time the item is heard.)

President Stephens acknowledged Donna Hawthorne as the Personnel Department’s Employee of the Quarter and Tiana Houston as the Employee of the Year.

Time allotted to each speaker is determined by the Chair. Comments are limited to no more than five (5) minutes **total per subject** regardless of the number of those wishing to speak. Pursuant to the Brown Act, no discussion or action, other than a referral, shall be taken by the Commission on any issue brought forth under “Non-Agenda Public Comment.”

**CONSENT AGENDA (Items 2 through 6 can be approved with one motion.)**

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| 2. | Approval of the minutes for the Classified Recruitment workshop of July 5, 2018.                                | Approved. |
| 3. | Approval of the minutes for the regular business meeting of July 5, 2018.                                       | Approved. |
| 4. | Approval of the minutes for the special business meeting of August 29, 2018.                                    | Approved. |
| 5. | Minutes of the San Diego City Civil Service Commission Joint Apprenticeship Committee meeting of April 9, 2018. | Approved. |
| 6. | Leaves of Absence Without Pay - In Order. Items 27 through 35.  | Approved. |

**LEAVES OF ABSENCE WITHOUT PAY – DISCUSSION**

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|----|---|---|
| 7. | <p>Michael P. Akins, Police Officer II, Police Department, for a one-year special leave without pay ending August 1, 2019, with his name to be placed on the eligible list for Police Officer II.<br/> Hire Date: October 24, 2014<br/> Reason: Family care/Outside employment.<br/> Department Recommendation: Approval.</p>                       | <p>Approved with modification to six months with name on eligible list. Speaking for staff was Darren Keenaghan.</p>  |
| 8. | <p>Brett A. Siegel, Librarian I, Library Department, for a one-year (second extension) special leave without pay ending July 14, 2019, with his name to be placed on the eligible lists for Librarian I and Library Assistant III.<br/> Hire Date: October 26, 2005<br/> Reason: Continued education.<br/> Department Recommendation: Approval.</p> | <p>Approved.<br/> Speaking for staff was Darren Keenaghan.<br/> Speaking for the department was Robert Cronk.</p>   |
| 9. | <p>Armando Ventura, Water Systems Technician III, Public Utilities Department, for a one-year special leave without pay ending July 19, 2019, with his job to be saved.<br/> Hire Date: March 30, 2015<br/> Reason: Loss of Class B Driver License.<br/> Department Recommendation: Modification to name on eligible list.</p>                      | <p>Approved with modification to leave date ending October 5, 2018. Speaking for staff was Darren Keenaghan.<br/> Speaking was Armando Ventura.<br/> Speaking for the department was Gary Vetter.<br/> Speaking for Local 127 were Anthony Schroth and Rodney Fowler.</p> |

**POLICY ITEMS - DISCUSSION**

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| 10. | Approval of Exceptional Merit Increase for Nicholas P. Dizon, Administrative Aide II.  | Approved Items 10 through 15 as part of the consent agenda with one motion.      |
| 11. | Approval of Exceptional Merit Increase for Lorena Estrada, Administrative Aide II.   |  |
| 12. | Approval of Exceptional Merit Increase for Jose A. Limon, Associate Engineer – Civil.  |  |
| 13. | Approval of Exceptional Merit Increase for Dulce C. Lopez, Claims Clerk.   |  |
| 14. | Approval of Exceptional Merit Increase for Noemi A. Ocegueda, Claims Clerk.  |  |
| 15. | Approval of Exceptional Merit Increase for Joshua P. Rambo, Laboratory Technician.   |  |
| 16. | Request from the Office of the City Treasurer to exempt a Program Manager position, a Program Coordinator position, and a Principal Accountant position from the Classified Service.               | Approved.<br>Speaking for staff was Christia Davis.                              |
| 17. | Request from the Public Utilities Department to exempt a Program Manager position from the Classified Service.   | Approved.<br>Speaking for staff was Christia Davis.                              |
| 18. | Request from the Risk Management Department to exempt a Deputy Director position from the Classified Service.  | Approved.<br>Speaking for staff was Christia Davis.                              |
| 19. | Request from the Personnel Director to merge the current Supervising Public Information Officer (T11219) eligible list with the new Supervising Public Information Officer (T11233) eligible list. | Approved.<br>Speaking for staff was Dina Marocco.                                |
| 20. | Mark Manela, appealing the rejection of his application for Landfill Equipment Operator (T11019).  | Denied.<br>Speaking for staff was Darren Keenaghan.<br>Speaking was Mark Manela. |

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| 21. Vernard B. Leath Jr., appealing his conviction record disqualification for the position of Laborer.                 | Approved. (Commissioner Atkinson dissenting).<br>Speaking for staff was Edgar Portilla.<br>Speaking were Vernard B. Leath Jr. and Gary Vetter.<br>Speaking for Local 127 was Rodney Fowler. |
| 22. Constance L. McCarroll, appealing her conviction record disqualification for the position of Clerical Assistant II. | Approved.<br>Speaking for staff was Edgar Portilla.<br>Speaking was Constance L. McCarroll.   |
| 23. Revision to Personnel Manual Table of Contents.   | Approved.<br>Speaking for staff was Jennifer Lamas-Villanueva.  |

**UNFINISHED BUSINESS**

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| 24. Revisions to Personnel Manual Index Code C-4, Medical Examinations. | Approved.<br>Speaking for staff was Jennifer Lamas-Villanueva.   |
| 25. Request for a Suspension Appeal Hearing for Carmel Honeycutt.       | Approved.<br>Speaking for staff was Douglas Edwards.<br>Speaking were Carmel Honeycutt and Stanley Robinson. |
| 26. Request for New Finance Analyst Classification Series.              | Approved.<br>Speaking for staff was Christia Davis.  |

**LEAVES OF ABSENCE WITHOUT PAY - IN ORDER**

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| 27. Johanna Albarran, Information Systems Analyst II, Public Works Department, for a one-year special leave without pay ending July 31, 2019, with her name to be placed on the eligible list for Information Systems Analyst II.<br>Hire Date: July 27, 2015<br>Reason: Education.<br>Department Recommendation: Approval. |  |
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28. Brian R. Graddon, Fire Captain, Fire-Rescue Department, for a six-month special leave without pay ending January 31, 2019, with his job to be saved.  
Hire Date: February 26, 2005  
Reason: Family care.  
Department Recommendation: Approval.
29. Rosemary B. McCartney, Executive Assistant, Transportation and Storm Water Department, for a four-month special leave without pay ending November 2, 2018, with her job to be saved.  
Hire Date: July 5, 1994  
Reason: Family care.  
Department Recommendation: Approval.

**LEAVES OF ABSENCE WITHOUT PAY - UNCLASSIFIED**

30. Karyn D. Baker, Associate Management Analyst, Human Resources Department, for a leave of absence from the Classified Service effective June 30, 2018, while filling an unclassified position with her name to be placed on the appropriate eligible list.
31. Olga L. Flores, Workers' Compensation Claims Aide, Risk Management Department, for a leave of absence from the Classified Service effective October 1, 2012, while filling an unclassified position with her name to be placed on the appropriate eligible list.
32. Curtis W. Glaser, Supervising Department Human Resources Analyst, Human Resources Department, for a leave of absence from the Classified Service effective June 30, 2018, while filling an unclassified position with his name to be placed on the appropriate eligible list.
33. Elsa Lopez, Supervising Management Analyst, Development Services Department, for a leave of absence from the Classified Service effective June 30, 2018, while filling an unclassified position with her name to be placed on the appropriate eligible list.

- 34. Stephen J. Samara, Senior Civil Engineer (Option Class: Principal Contract Specialist), Public Works Department, for a leave of absence from the Classified Service effective June 18, 2018, while temporarily filling an unclassified position with his job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.
- 35. Gary W. Vetter, Supervising Department Human Resources Analyst, Public Utilities Department, for a leave of absence from the Classified Service effective June 29, 2018, while temporarily filling an unclassified position with his job to be saved. If selected for permanent appointment, this leave will be modified from job saved to name on eligible list.

**LEAVES OF ABSENCE WITHOUT PAY - TOTAL**

|                                  |    |                            |    |
|----------------------------------|----|----------------------------|----|
| Total Leave Requests             | 12 | Family/Childcare/Maternity | 03 |
| Leave requests with job saved    | 03 | Education/Training         | 02 |
| Leave requests with name on list | 03 | Medical                    | 00 |
| Unclassified                     | 06 | Relocation                 | 00 |
|                                  |    | Outside Employment         | 00 |
|                                  |    | Unclassified               | 06 |
|                                  |    | Other                      | 01 |

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**CLOSED SESSION**

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At 12:10 p.m., the Commission met in Closed Session with the following agenda:

- I. Deliberation on disciplinary appeal pursuant to Government Code Section 54957:
  - a. Matthew Papuga – Continued.

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**ADJOURNMENT**

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At 1:12 p.m., the Commission convened into open session.

At 1:49 p.m., Commissioner Lori Thacker left the meeting.

There being no further business, the meeting was adjourned at 2:27 p.m.

Mattheus E. Stephens, President